



P.O. Box 4186
San Rafael
California 94913

Phone: 415/499-6570
Fax: 415/499-3799

www.tam.ca.gov

Belvedere
Jerry Butler

Corte Madera
Melissa Gill

Fairfax
Low Tremaine

Larkspur
Joan Lundstrom

Mill Valley
Dick Swanson

Novato
Pat Eklund

Ross
Jeanne Barr

San Anselmo
Peter Breen

San Rafael
Al Boro

Sausalito
Amy Belser

Tiburon
Alice Fredericks

County of Marin
Susan Adams
Hal Brown
Steve Kinsey
Charles McGlashan
Cynthia Murray

August 10, 2005

TO: Executive Committee

RE: Administrative Set-Up – Agenda Item 4

Dear Executive Committee:

Staff is working on numerous administrative efforts to establish TAM as an independent agency. A summary of the efforts and issues follows:

A. Retirement

At the June 13, 2005 Executive Committee meeting, direction was given to staff to pursue PERS retirement, and to obtain an actuarial valuation study based on 2% at 55, with a 2% annual cost of living adjustment. Staff has filed the required application materials. Once PERS accepts them, they will forward a pre-valuation contract for authorization to proceed with the actuarial valuation. The actuarial valuation will take 6-8 weeks from that point, and will be provided at a future Executive Committee meeting. A fee of \$700 is required for the actuarial valuation.

PERS estimates the contract process to take a minimum of 6-9 months.

B. Employee Medical Benefits

At the June 23, 2005 meeting, TAM adopted a Resolution to provide CalPERS medical benefits to employees. Staff is processing required materials through CalPERS and it is expected that medical benefits could be available to employees starting August 1, 2005. At the October meeting, the Executive Committee can review benefit contribution levels and options.

C. Employee Dental Benefits

Gail Papworth is assisting staff with the evaluation of options for dental benefits. At this time we are investigating benefits through California Public Entity Insurance Authority (CPEIA). At the October meeting, the Executive Committee can review benefit contribution levels and options.

D. Employee Vision Benefits

Gail Papworth is assisting staff with the evaluation of options for vision benefits. At this time we are investigating benefits through CPEIA. At the

October meeting, the Executive Committee can review benefit contribution levels and options.

E. Section 125 Documents for Benefits to be Tax Exempt

Gail Papworth is also assisting staff with the preparation of legal documents for adoption by TAM that will comply with applicable regulations so that employee benefits can be paid for pre-tax. Documents will be provided at a future meeting.

F. Deferred Compensation Plan

The CalPERS 457 Deferred Compensation benefit plan is in place.

G. Information Systems Support

Staff has implemented agreements with a provider for web hosting and email. The new website address is www.tam.ca.gov, and the site is now live.

Information about hardware, network infrastructure, and customer support will be provided at a future meeting.

H. Accounting and Payroll Services

Staff has met with the Marin County Auditor Controller and they have agreed to provide accounting and payroll services for TAM. An agreement is being developed and will be provided at a future meeting.

I. Real Estate Services for New Office

Staff has met with Marin County Real Estate Division for assistance in locating office space for TAM. They are willing to assist TAM with locating space, lease negotiations, and insuring any facility is ADA compliant. The county has agreed to provide office space for TAM's Executive Director at the Civic Center for an interim period of 6 to 8 months (from June 15). At the May 11, 2005 Executive Committee meeting there was consensus that TAM should continue to use the Civic Center for Commission meetings.

Policy issues to be addressed for TAM's permanent space include:

- Desired Location. Options include space the County has currently leased at 371 Bel Marin Keys, 65 Mitchell Blvd, 1682 Novato Blvd., or the Real Estate Division could search for new space with some specifics about the type of location desired.
- Size of Space to be provided. 5 employees were identified in the TAM Organizational Analysis. Issues to be addressed are: should space for expansion with additional staff be planned; and what size of meeting space is desired.
- Commencement. The county has provided office space for an interim period, the new office is targeted to be available by February 15 or earlier.

J. Engineering Services for New Office

Staff has met with the County Capital Improvement Engineering Division and they are willing to assist with space planning and furniture procurement for a new office space.

K. Workers Compensation Insurance

Staff has pursued coverage with California Public Entity Insurance Authority (CPEIA). They have provided two options for TAM:

- a) Primary Workers Compensation (\$14,079/year) plus Excess Workers Compensation (\$9,945/year)
- b) Excess Workers Compensation (9,945/year) with maintenance of a \$125,000 Self Insurance Reserve

A decision will need to be made prior to TAM hiring its first employee. The bind date will be the first employee's start date. TAM has decided to use a consulting firm as a bridge for the Executive Director, providing more time for this decision. A recommendation will be brought to a future Executive Committee meeting, with input from the new Executive Director. Once the bind date is set, CPEIA will forward a Joint Powers Agreement and Memorandum of Understanding to be adopted by TAM.

L. Liability Insurance

Staff has pursued coverage with California Public Entity Insurance Authority (CPEIA). They have provided two options for TAM:

- a) Primary General Liability (\$26,279) plus Excess Liability (\$65,093)
- b) Excess Liability (\$65,093) with \$100,000 Self Insurance Reserve

The Excess Liability quote is based on a limit of \$15,000,000, which is CPEIA's goal for all program members. Staff is pursuing additional quotes based on a request to consider a reduced limit, and requests to review other insurance program options. Additional information will be provided at a future meeting.

M. Preparation of Employee Class Specifications

Carmen Clark is assisting staff in the preparation of draft employee class specifications based on the direction provided at the April 28, 2005 meeting of TAM. They will not be finalized until they are reviewed by the new Executive Director.

N. Personnel Policy and Procedures Manual

Gail Papworth is also assisting staff with the preparation of a Personnel Policies and Procedures Manual and personnel forms. Personnel policies will be provided at a future meeting.

O. Commissioner's/Committee Member's Handbook

Handbooks complete and distributed to TAC and TAM. They will be distributed to the Oversight Committee at their first meeting on August 10, 2005.

P. Authorization to Access Criminal History Information for Employment

At the July 28, 2005 meeting, TAM adopted a Resolution that will enable TAM to conduct background checks. Staff is processing the required information through the Department of Justice.

Q. Disadvantaged Business Enterprise (DBE) Plan

At the July 28, 2005 meeting, TAM adopted a DBE plan, a requirement of agencies that receive federal funds. Staff is processing the plan through Caltrans for review.

R. Other matters

Other matters to be reviewed at future TAM meetings include:

- Whether to continue to use county counsel for legal services or to solicit proposals from private firms
- Whether to hire a firm for state legislative assistance
- Whether to hire a firm for federal legislative assistance
- Whether a financial advisor is needed

Respectfully Submitted,

Craig Tackabery
Executive Director